

Monge, Elaine (SCA)

From: pcurtis@chincurtis.com <noreply+c0a2fdc814f89fb9@formstack.com>
Sent: Friday, July 15, 2016 6:16 PM
To: Breaches, Data (SCA)
Subject: Security Breach Notifications

Formstack Submission for form Security Breach Notifications

Submitted at 07/15/16 6:15 PM

Business Name: Chin & Curtis, LLP
Business Address: 75 Federal Street
Boston, MA 02110
Company Type: Other
Your Name: Philip Curtis
Title: Managing Partner
Contact Address: 75 Federal Street
Boston, MA 02110
Telephone Number: (617) 748-5188
Extension:
Email Address: pcurtis@chincurtis.com
Relationship to Org: Owner
Breach Type: Paper
Date Breach was Discovered: 05/31/2016
Number of Massachusetts Residents Affected: 1
Person responsible for data breach.: Current Employee
Please give a detailed explanation of how the data breach occurred.: We are an immigration law firm and file petitions and applications with USCIS that contain individuals' first and last names and Social Security numbers. Upon approval, we send the employee an original paper copy of the submission. On May 30, 2016 we prepared an H-1B approval package for X. The H-1B approval package mistakenly included a paper copy of the H-1B filing for N. X contacted us on May 31 and said that he had received documents that were not his. The paralegal responsible for preparing the approval package met X within minutes to collect N's petition and to provide X with a copy of his own H-1B petition.

Please select the type of personal information that was included in the breached data.:	Social Security Numbers = Selection(s)
Please check ALL of the boxes that apply to your breach.:	The person(s) with possession of personal information had authorized access = Selection(s)
For breaches involving paper: A lock or security mechanism was used to physically protect the data.:	N/A
Physical access to systems containing personal information was restricted to authorized personnel only.:	Yes
Network configuration of breached system:	N/A
For breaches involving electronic systems, complete the following:	N/A = Selection(s)
All Massachusetts residents affected by the breach have been notified of the breach.:	Yes
Method(s) used to notify Massachusetts residents affected by the breach (check all that apply)::	US Mail = Selection(s) Other = Selection(s)
Date notices were first sent to Massachusetts residents (MM/DD/YYYY):	06/06/2016
All Massachusetts residents affected by the breach have offered complimentary credit monitoring services.:	Yes
Law enforcement has been notified of this data breach.:	No
Please describe how your company responded to the breach. Include what changes were made or may be made to prevent another similar breach from occurring.:	Going forward, we will provide approval packets to employees via secure electronic transmission. This should eliminate inadvertently packaging the wrong documents with an approval package as all materials included in the package are contained in an electronic file that relates solely to the individual who is the subject of the approval package. Electronic transmission of approval packets involves uploading the relevant documents from the beneficiary's electronic file to a secure portal which is then accessed by the beneficiary. It would be almost impossible in this process to inadvertently upload documents relating to a different individual. Deliberately uploading documents belonging to a different beneficiary would be a direct violation of the Chin & Curtis WISP and would be cause for dismissal.

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